Wyoming Department of Health Office of Healthcare Licensing and Surveys

Ambulatory Surgical Center

Paperwork Requirements for State Licensure

Facility Name:		City:
	1.	A completed license application form and appropriate fee.
	2.	Copy of organizational chart that reflects the administrative control and lines of authority for the delegation of responsibility from management down to the patient care level.
	3.	Copy of policy and procedure on the quality improvement program.
	4.	Copy of policy and procedure indicating there shall be one person designated, responsible for maintaining the confidentiality of personnel records.
	5.	Copy of policy and procedure on employee health, including communicable and reportable diseases.
	6.	Copy of policy and procedures on admissions.
	7.	Copy of policy and procedure on all types of transfers.
	8.	Copy of policy and procedure on emergency services.
	9.	Copy of policy and procedure on Advanced Cardiac Life Support (ACLS).